

The Approving Official is the Purchase Card Program's first line of defense against misuse, abuse and fraud prevention.



## DEPARTMENT OF THE NAVY

eBusiness Operations Office

Card Management Group

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## GOVERNMENT PURCHASE CARD

### APPROVING OFFICIAL RESPONSIBILITIES



The Government Purchase Card is a valuable tool for streamlining purchases and payments in the DON.

This brochure is provided to help you properly perform your duties.

These guidelines are based on the Department of the Navy's purchase card policy.

- DO** establish clear lines of communication with the cardholders under your purview.
- DO** recommend purchase card dollar limits to the Agency Program Coordinators.
- DO** review and reconcile cardholder statements.
- DO** certify monthly invoices immediately upon receipt.
- DO** confirm accuracy of monthly billing accounts.
- DO** review supporting documentation on card account before certifying monthly invoice.
- DO** verify that all transactions were necessary government purchases according to the FAR and all other related policies and procedures.
- DO** ensure proper receipt, acceptance and inspection is accomplished on all items being certified for payment.
- DO** resolve all questionable purchases with the cardholder.
- DO** notify your Commanding Officer and Agency Program Coordinator of any purchases that could indicate non-compliance, fraud, misuse or abuse.
- DO** keep all supporting documentation (receipts, logs, approvals, etc.) for three years following cardholder separation.
- DO** maintain complete and accurate records.
- DO** retain copies of all monthly invoices.
- DO** confirm accuracy of monthly billing accounts.
- DO** notify Agency Program Coordinators of any cardholders that have been terminated, transferred, or have retired.



**DON'T** assign cardholder spending limits that are unreasonable or unnecessary.

**DON'T** verify transactions unless they were necessary and in accordance with the FAR and all other related policies and procedures.

**DON'T** sign a monthly invoice until you confirm the accuracy of the charge.

**DON'T** certify an item for payment unless you have properly ensured receipt, acceptance and inspection.

**DON'T** procrastinate in certifying monthly invoices.

**DON'T** neglect to report suspected improprieties.

**DON'T** forget to notify Agency Program Coordinator of any lost or stolen cards.

**DON'T** dispose of financial records for six years and 3 months (i.e., monthly statements and invoices).